



COMMONWEALTH OF VIRGINIA  
**Rockingham County**  
OFFICE OF THE CLERK OF CIRCUIT COURT  
80 Court Square  
Harrisonburg, Virginia 22802  
540-564-3111



**Melanie Hollen**  
Chief Deputy

**Chaz W. Evans-Haywood**  
Clerk

**Jessica Preston**  
**April Wolverton**  
Assistant Chief Deputies

Dear Rockingham County Circuit Court Recording Customer:

I am pleased to announce that the Rockingham County Clerk's Office has initiated electronic recording (e-recording) of land record documents with Simplifile. **I invite you and your staff to attend an e-recording kick-off training session on Wednesday, April 3<sup>rd</sup> or Thursday, April 4<sup>th</sup> at the Rockingham County Circuit Court Clerk's Office** to learn how e-recording can benefit you. Light refreshments will be served.

When: Wednesday, April 3, 2013  
2:00 – 3:00 p.m.  
5:30 – 6:30 p.m.

Thursday, April 4, 2013  
10:30 – 11:30 a.m.

Where: Rockingham County Circuit Court  
80 Court Square  
Harrisonburg, VA 22802

For organizations that submit documents to our deed room via (express) mail, runner or courier service, the availability of Simplifile e-recording services means that you are able to securely and cost-effectively file documents with us through a web browser from the comfort and convenience of your office, home, or anywhere you have an Internet connection.

E-Recording not only saves you time and money, it also accelerates document recordings, increases your office productivity, and increases the security of documents you file with us. As you will learn during the kick-off meeting, you probably already have the equipment you need to begin submitting documents electronically.

Simplifile has partnered with us to enable document submitters like you to take advantage of the benefits of e-recording. Bob Gannon, Simplifile's Virginia representative will be in attendance at the training sessions to demonstrate the system and answer any questions you might have. In addition, we will present county policies and procedures for e-recording.

**To RSVP for the kick-off meeting**, please **contact Bob Gannon** by email at [bgannon@simplifile.com](mailto:bgannon@simplifile.com) to let him know which session you plan to attend and how many from your office will be in attendance.

I look forward to seeing you at the meeting.

All my best,

Chaz W. Evans-Haywood, Clerk